

29 July 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Chief, Administrative Staff
THROUGH: Executive Officer
SUBJECT: Weekly Report for the Week Ending
29 July 1981

STAT 1. The Office of Information Services has nominated
[redacted] to man the ODP Registry. He will report to
duty on 3 August 1981.

STAT 2. Responsibility for the T&A process has been trans-
ferred to the Personnel Section. Questions should be referred
[redacted]

STAT 3. The DDA advises that because of increased requirements
[redacted] it has become necessary
to restrict the number and type of conferences [redacted] within
the following guidelines: STAT


a. Conferences will not normally be scheduled for
weekends.

STAT b. Given the travel and overhead costs involved, con-
ferences [redacted] of less than two full workdays are not
considered to be cost effective and strong justification
for any such conferences will be required.

c. The number of residential participants at a con-
ference will normally be limited to the capacity of the
particular facility to which the conference is assigned.

d. Participants in conferences must possess TOP
SECRET clearances and any non-Agency participants must
be approved for attendance by the Director of Training
and Education.

4. Requests for conferences [redacted] should con-
tinue to be directed to C or DC/AS on Extension [redacted] STAT
STAT


Chief, Administrative Staff